



CYNTHIA D. BANKS  
Director

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**COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY**

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3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 • (213) 487-0379 FAX

*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

GLORIA MOLINA  
MARK RIDLEY-THOMAS  
ZEV YAROSLAVSKY  
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MICHAEL D. ANTONOVICH

June 2, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF BUDGET APPROPRIATION ADJUSTMENT, CONTRACT  
AMENDMENTS, ISSUANCE OF CASH ADVANCES AND HIRING OF  
STAFF FOR WORKFORCE INVESTMENT ACT (WIA) YOUTH AMERICAN  
RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009 PROGRAM  
(ALL SUPERVISORIAL DISTRICTS) (4-VOTES)**

**SUBJECT**

This Board Letter requests approval: for a budget appropriation adjustment to increase the Community and Senior Services' (CSS) Services and Supplies (S&S) appropriation; to amend the corresponding youth contract amounts and requirements pursuant to ARRA; to issue cash advances for WIA Youth ARRA contractors; and to hire additional staff. The budget appropriation adjustment and contract amendments enable CSS to contract with existing agencies for the provision of WIA Youth ARRA services; the issuance of cash advances will enable WIA Youth ARRA providers to fund rapidly increasing service levels; and the ability to hire additional staff will enable CSS to achieve ARRA's vision and expectations.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the attached budget appropriation adjustment (Attachment A) in the amount of \$11,360,000. This funding will be distributed to the service providers listed on Attachment B.
2. Authorize the amendment of youth contracts in accordance with ARRA and WIA 2009-2011 allocations and requirements.
3. Authorize the issuance of a one-time-only cash advance for WIA Youth ARRA contractors.

4. Approve interim ordinance authority for CSS, pursuant to County Code Section 6.06.020, for seven grant-funded and 11 temporary positions (as indicated on Attachment C), pending allocation by CEO Compensation Policy Division, and approve hiring authority for CSS to fill these positions.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The County of Los Angeles has been designated by the State as a Local Workforce Investment Area (LWIA) for the purpose of administering WIA programs. ARRA provides significant funding for WIA to support employment and training services as part of a comprehensive program to stimulate the U.S. economy. For low-income youth in Los Angeles County, about \$11,360,000 in WIA Youth ARRA funding will be available to WIA Youth providers to create and expand subsidized employment opportunities, as well as provide traditional education and career development services.

Eighty percent of the funding is for summer youth subsidized employment; twenty percent is for traditional education and career development services. Because this funding was not in the Department's Fiscal Year (FY) 2008-2009 budget, a budget appropriation adjustment is needed for the Department to amend its FY 2008-2009 contracts with existing procured WIA Youth agencies to provide WIA Youth ARRA services. Funding for other WIA programs (Adult and Dislocated Worker and Rapid Response Programs) is included in the Department's Proposed FY 2009-2010 Budget.

As a significant portion of the ARRA Youth Program funding will involve subsidized employment, providers will have an increased need for cash to meet the program's payroll needs. With the nation's current credit market, service providers do not have the access to cash as they have had in previous years. Therefore, the Department plans to issue a one-time cash advance to WIA Youth ARRA contractors.

Overall, CSS is receiving nearly \$34 million in WIA ARRA funding for its Adult and Dislocated Worker, Youth, and Rapid Response Programs, more than twice the amount received in baseline dollars in FY 2008-2009. With this additional funding, there is an expectation at the State and national levels to rapidly achieve the training, services and employment objectives envisioned. Therefore, CSS will need staff dedicated to meet the goals and requirements of the new legislation.

These recommended actions will provide CSS with the authority to execute contract amendments, issue cash advances and hire the necessary staff.

#### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended actions are consistent with principles of Countywide Strategic Plan Goal 5 -- *Children, Family and Adult Well-Being*.

### Performance Measures

The program's success will be measured based on the indicators established by WIA and are aligned with the County's *Performance Counts!* Initiative.

The three performance outcomes to be tracked are: 1) placement in employment or education; 2) attainment of a degree or certificate; and 3) literacy and numeracy gains. In addition, for the summer youth employment component, there is a single performance goal: Work Readiness.

### FISCAL IMPACT/FINANCING

In April 2009, CSS received about \$14.9 million in WIA Youth ARRA funding. As shown on Attachment B, of the \$14.9 million: 1) \$11.4 million is for contractors; 2) \$221,374 is for Auditor-Controller program monitoring activities; 3) \$161,211 is for consultants; 4) \$1.7 million is for program coordination activities; and 5) \$1.49 million is for administration (reflecting the 10% cap). Attachment B-1 reflects a line item budget for the program coordination and administration costs, including CSS' proposed staffing.

As the budget appropriation adjustment and the additional positions are fully funded by the WIA ARRA grants, there is no impact to the County general fund. Also, the issuance of cash advances has no impact to the County general fund.

### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

#### ARRA Youth Program/Cash Advances

ARRA will provide about \$11,360,000 to provide subsidized employment, traditional education and career development services for youth age 14 through 24. These funds will be distributed to the existing WIA Youth providers (in good standing without any outstanding audit/monitoring findings) that were competitively procured and awarded contracts by your Board on June 24, 2008. Attachment B displays the distribution of the WIA Youth ARRA funding to each of the existing WIA Youth providers.

With a significant portion of WIA Youth ARRA funding directed to subsidized employment, especially for summer youth employment activities, providers will have an increased need for cash to meet the program's payroll needs. To address this extraordinary circumstance, a one-time cash advance payment will be issued in the amount of one and one-half times the contractors' estimated monthly costs.

Overall, a maximum amount of \$3.4 million in cash advances is planned for all the WIA Youth contractors. Attachment B reflects the maximum amount that would be issued to each contractor in good standing. For each of the first three months, providers would be reimbursed for that month's costs. In the fourth month, CSS will offset any cash advance balance and any earned interest against that month's billing. The agency would be informed of any remaining cash advance balance and that it must repay the Department within 30 days. Failure to remit any cash advance balance and any earned interest will result in the suspension of payments (for all contracts) until the cash advance balance/interest is fully recouped.

### Additional ARRA Positions

ARRA requires administrative and management entities receiving ARRA funding to ensure that services provided preserve and create jobs and promote economic recovery, assist those most impacted by the current recession, and coordinate services funded by ARRA within and across government agencies. Also, ARRA requires transparency in accounting for ARRA performance and expenditures. Therefore, initially, a total of 18 additional positions are needed in CSS to begin achieving these expectations.

Recognizing that ARRA funding may not continue beyond June 2011, of the 18 requested positions, only seven are grant-funded; the remaining 11 are temporary positions (i.e., Administrative Assistants and Student Professional Workers). Of the seven grant-funded positions, five are restorations of Summer Youth positions cut from CSS' FY 2009-2010 budget when funding for the Summer Youth Program expired. This staff is currently working in the Department. Therefore, the net increase in grant-funded positions is two. Specifically, the new staff will be involved in the following:

- Planning and implementation of WIA ARRA services. The planning staffs' responsibilities will include coordination of ARRA partners in County Departments, labor organizations, higher education institutions, economic development corporations, chambers of commerce, municipalities, and the County's seven Workforce Investment Boards.

They will also be involved in planning several projects/initiatives including a subsidized employment project to provide employment opportunities to low-income residents, a project in the Florence-Firestone area to provide workforce development services to youth/adults in the community, and projects targeting General Relief participants and mature workers for employment services.

Finally, with a significant portion of funding dedicated to training, the team will also be identifying targeted high-growth/high-demand occupations including green jobs/skills. They will then coordinate with higher education providers to make such training available to WIA participants.

- Administrative functions, providing contractual, fiscal and reporting support. Under ARRA, there are new contracting/invoicing/monitoring requirements necessitating additional staff to implement/monitor the new processes. In addition, there are new fiscal and data tracking/reporting mandates requiring the disaggregation of ARRA fiscal/participant data from other data, which will require dedicated staff to establish internal controls/monitor compliance with the new requirements.

With respect to recruitment, the Department is planning the following approach:

- For the grant-funded positions, CSS is recruiting from inside and outside the Department. We anticipate some recruits will be lateral transfers; also, there are Countywide lists for equivalent positions that could be used for promotions.
- For the temporary/hourly positions, we plan to use the Department of Human Resources' (DHR) Administrative Intern list to fill the five Administrative Assistant I positions; the Department plans to recruit six Student Professional Worker (SPW) II and SPW Information Technology positions from local universities, thereby offering an internship opportunity. These recruits will be referred to DHR to submit applications and be placed on eligible SPW lists. Consistent with current Department policy, the temporary employees will be required to sign an acknowledgement of temporary status.

In the event ARRA-level funding is not sustained in future years, CSS is prepared to take the following steps: 1) if the 11 temporary staff cannot be absorbed within the County, they would be released from County service; and 2) for the seven grant-funded positions, steps will be taken beginning in FY 2010-2011 to help ensure they are absorbed into the Department's baseline funding (e.g., placing them onto vacant items that will not be backfilled in anticipation of staffing reductions).

### **CONTRACTING PROCESS**

Given that the ARRA funding is currently available only through June 2011, it is in the County's best interest to distribute the funding to existing WIA Youth providers that were competitively procured and awarded contracts by your Board on June 24, 2008. At that time, your Board delegated authority to the Director of CSS to negotiate and execute contract amendments to increase contract amounts based on contractor performance and availability of funding. This approach creates the most opportunity for fully expending the ARRA funds.

With federal guidance, the State has requested a waiver from the Department of Labor to allow counties to use recent WIA Youth Program procurements for WIA Youth ARRA services, including the new summer youth component, rather than rebidding. CSS has shared its intent to use this approach with both the Department of Labor and State Employment Development Department staff who have been supportive of the Department's approach.

### **Monitoring Requirement**

Beginning with FY 2003-2004, CSS contracted with the Auditor-Controller's office to conduct fiscal and contract compliance monitoring of all its WIA contractors. CSS is responsible for ensuring, through its resolution process, that the reported monitoring findings are resolved and training is provided to contractors, if necessary, and/or program policies are developed.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended actions will allow for the continued provision and enhancement of workforce investment services to jobseekers and employers within Los Angeles County.

**CONCLUSION**

Upon Board approval, please mail one copy of the adopted Board letter and its attachments to Rogelio Tapia, CSS, 3175 West Sixth Street, Los Angeles, CA 90020. Mr. Tapia may be reached at (213) 738-2665.

Respectfully submitted,

CYNTHIA D. BANKS  
Director

  
Attachments

c: Chief Executive Officer  
Acting County Counsel  
Auditor Controller  
Executive Officer, Board of Supervisors



76R 352M 11/03

BOARD OF  
SUPERVISORS  
OFFICIAL COPYCOUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S. 325  
No.

DEPARTMENT OF Community and Senior Services

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## AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

Fiscal Year 2008-09

4 - VOTES

## SOURCES:

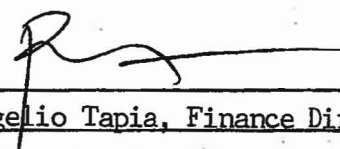
26555  
CS - Community and Senior Services  
A01 - CS - 90 - 9001 - 26670  
Revenue - \$11,360,000  
Increase Revenue

## USES:

26555  
CS - Community and Senior Services  
A01 - CS - 2000 - 26670  
Services and Supplies - \$11,360,000  
Increase Appropriation

## JUSTIFICATIONS:

This adjustment will allow Community and Senior Services to implement services for the Workforce Investment Act Summer Youth and Youth programs.

  
Rogelio Tapia, Finance Director

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

19

CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER

BY Karen Zukione

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

No. 222

May 21 192009

BY

DEPUTY COUNTY CLERK

**WIA SUMMER YOUTH AND YOUTH PROGRAMS FY 09-10  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
ALLOCATIONS**

Agency	Supervisory District(s)	ARRA	Maximum Cash Advance #
LA Works	1st, 4th and 5th	\$ 1,023,138	\$ 306,941
Career Partners Rosemead	1st and 5th	917,893	275,368
Southeast Area Social Services Authority	1st and 4th	754,855	226,457
Compton CareerLink Workforce Center	2nd	714,693	214,408
Hub Cities Consortium *	1st and 2nd	2,084,049	625,215
Special Service for Groups	1st, 2nd and 4th	312,271	93,681
Maravilla	1st	333,136	99,941
Door of Hope	1st	228,957	68,687
Catholic Charities of Los Angeles *	1st, 2nd, 3rd and 5th	1,742,485	522,746
Goodwill	1st and 5th	1,345,561	403,668
Los Angeles County Office of Education	1st, 2nd, 3rd and 5th	1,211,851	363,555
AADAP, Inc.	2nd	22,515	6,755
Mexican American Opportunity Foundation	1st	198,548	59,564
Jewish Vocational Service	3rd	116,183	34,855
Community in Schools*	2nd	254,196	76,259
Watts Labor Community Action Center	2nd	99,639	29,892
<b>ARRA Youth Service Providers Total</b>		<b>\$ 11,359,970</b>	<b>3,407,991</b>
Auditor-Controller Monitoring		221,374	
Consultants		161,211	
Program Coordination		1,685,488	
Administration		1,492,005	
<b>ARRA Youth Total</b>		<b>\$ 14,920,048</b>	

\* ARRA funding including cash advances will be held in abeyance pending resolution of non-compliance findings/disallowed costs.

# Cash advances are limited to Summer Youth services, which comprise 80% of total funds and are provided over a four-month span. An agency in need of a cash advance a) should resolve findings, if any, b) should submit a request directly to CSS, and b) may receive a one-time cash advance payment equivalent to one-and-a-half month's of estimated costs.



WIA ARRA Summer Youth and Youth Programs Program Coordination and Administration Line-Item Detail			
Summer Youth		% Youth	Cost
Restoration of 5 Positions		100%	410,000
Services and Supplies			50,000
Allocable Overhead Costs			123,000
Sub-Total			583,000
<b>2-year Total</b>			<b>1,166,000</b>
<b>Additional ARRA Positions</b>			
Human Services Administrator III	133,000	45%	59,850
Human Services Administrator II	102,600	45%	46,170
Senior Information Systems Analyst	102,600	45%	46,170
11 Temporary Positions	540,000	45%	243,000
Services and Supplies			150,000
Allocable Overhead Costs			100,000
Sub-Total			645,190
<b>2-year Total</b>			<b>1,290,380</b>
<b>Other Direct Costs</b>			<b>500,000</b>
<b>A-C Fiscal Monitoring</b>			<b>221,000</b>
<b>Youth Total</b>			<b>3,177,380</b>
<b>Funding</b>			
Program Coordination			1,685,488
Administration			1,492,005
<b>Total</b>			<b>3,177,493</b>

**Community & Senior Services  
American Recovery & Reinvestment Act (ARRA)  
Position Request**

<b>WIA ARRA</b>	<b>POSITIONS</b>
<b>WIA PROGRAM/TRAINING &amp; EMPLOYMENT COORDINATION</b>	
Human Services Administrator III	1
Human Services Administrator II	2
Human Services Administrator I	4
<b>CONTRACTS MANAGEMENT</b>	
Administrative Services Manager II	1
<b>CONTRACTS COMPLIANCE</b>	
Administrative Services Manager II	1
<b>FINANCIAL MANAGEMENT</b>	
Administrative Services Manager III	1
Administrative Services Manager II	1
Administrative Services Manager I	1
Accountant II	1
<b>RESEARCH &amp; STATISTICS</b>	
Human Services Administrator II	1
Senior Typist Clerk	1
<b>INFORMATION SYSTEMS</b>	
Senior Information Systems Analyst	1
<b>TOTAL PERMANENT POSITIONS</b>	<b>16</b>
<b>TEMPORARY POSITIONS</b>	
Administrative Assistant I	5
Student Prof. Worker II	4
Student Prof. Worker IT	2
<b>TOTAL POSITIONS:</b>	<b>27</b>